

Guidance Notes

for Application for Registration as a Registered Minor Works Contractor (Provisional)

(The following guidance notes serve to assist applicants intending to apply for registration as a registered minor works contractor (provisional), hereinafter referred as RMWC(P). Please read the notes carefully before completing the application forms. Refer separate guidance notes for registration as a contractor company "RMWC (Co)" or registration as an individual "RMWC(Ind)".)

Introduction

1. Minor works are categorized into 3 classes: Class I, Class II & Class III. Class I comprises more complicated minor works, Class II comprises works of a lower complexity while Class III comprises common household minor works. Under each class of minor works, it will be further sub-divided into different types and items that correspond to the specialization of works in the industry. A contractor carrying out class I and class II minor works must be a company while a contractor carrying out class III minor works only can either be a company or an individual.

Provisional Registration for Contractor Company during Transitional Period

2. A company applicant having adequate experience but lacking the requisite qualification can apply for provisional registration within a 2 years transitional period as specified by the BA. The provisional registration will automatically expire after the transitional period ends or when the RMWC(P) has formally been accepted by BA as an RMWC(Co), whichever is earlier.

3. To apply for registration as an RMWC(P), the applicant must:

- hold a valid business registration certificate ;
- appoint a minimum of 1 qualified person to act for him for the classes and types of minor works under the application. This person is the authorized signatory (AS) ;
- if the applicant is a corporation, appoint a minimum of 1 director as the technical director (TD); and
- pay the prescribed application fee.

Eligibility Criteria to act as AS/TD

4. The eligible criteria for persons to act as AS or TD are :

- If the applicant is a sole proprietorship, the sole proprietor is the only person eligible to act as the AS.
- If the applicant is a partnership, any partner appointed by all the other partners is eligible to act as the AS.
- If the applicant is a corporation, a suitable person appointed by the board of directors is eligible to act as the AS and a director of the board of directors is eligible to act as TD.
- A person is allowed to take up the roles of the AS as well as the TD at the same time provided that he has the capability.
- A person can only be accepted to act as the AS/TD for 1 contractor registered under the Buildings Ordinance only. In case the nominee is currently an AS/TD for another contractor, an undertaking letter to resign from the post he is holding once the application is accepted has to be submitted.
- The person must satisfy the qualification and experience requirements specified by the Buildings Authority (BA). Proof shall be provided to substantiate the claimed qualifications and experiences.

Submission

5. Application shall be made in the specified form BA25F and accompanied by such information/documents that are considered necessary by the BA. Applicant shall make use of BD Checklist CL-BA25F to ensure that his submission is complete. Incomplete submission may be refused without refund of the application fee.

6. An application shall be accompanied with an application fee. The fee payable is dependent on the number of AS nominated and the highest class of minor works that the individual AS is appointed to act for the applicant. A fee computation table is at BD Checklist CL-BA25F Part B.

7. Application can be submitted by post or in person to “Buildings Department, 12/F Pioneer Centre, 750 Nathan Road, Mongkok, Kowloon”. Payment can be made by cheque or by EPS. Cheque should be made payable to “The Government of Hong Kong Special Administrative Region” or “The Government of HKSAR”.

Application Documents

8. The full set of application documents can be referred to 3 lists which are in relation to the applicant company, AS and TD respectively:-

List 1: Documents related to the applicant company

- the specified form for application BA25F
- BD Checklist CL-BA25F.
- BD standard form RR-9A
- Other supporting documents on the company’s structure and management, etc.

List 2: Documents to be completed by the each proposed AS

- BD standard forms RR-10B, RR-11B, RR-12B, RR-13B, RR-14B and RR-15B
- Supporting documents on AS’s experience.

List 3: Documents to be completed by the each proposed TD (applicable to a corporation applicant only)

- BD standard forms RR-10C, RR-11C, RR-12C, RR-13C, RR-14C and RR-15C
- Supporting documents on TD’s qualification and/or experience.

Processing

9. Upon request, a person nominated as AS/TD will be required to attend the Buildings Department for verification of identity and the authenticity of his qualification documents etc.

10. For applications involving Class I minor works items, the BA will issue result within 60 days upon receipt of an application. For other applications, result will be issued within 30 days.

Inclusion in the Register

11. If an application is accepted, the applicant will be issued with a demand note for inclusion of name in the register of minor works contractors (provisional). On payment of the prescribed fee (\$315 for all applications), his name will be gazetted and a certificate of provisional registration with the particulars of the classes and types of minor works he is registered, will be issued to him for his retention.

12. A registration will be expired on the date of the transitional period ends. The expiry date of registration will be specified in the registration certificate. Upon the expiry, it will neither be renewed nor restored.

13. Application for approval of appointment of new AS/TD, application for carrying out additional class or type of minor works for an RMWC(P) will not be considered.

More References

14. For more details about the minor works control system and registration as registered minor works contractor, please visit the website of BD <http://www.bd.gov.hk>.